

Planning Administrator, Assistant

WORK HISTORY FORM - 2014

Announcement Number: 9060

Class Code: C4306

INSTRUCTIONS:

Completion of the Work History Form is part of the selection process for the Planning Administrator, Assistant position. Your grade will depend, in part, on the information you provide here. Your grade also will be judged, in part, by your official college transcript and any other relevant documentation, which must be submitted. Civil Service reserves the right to determine the relevance of any listed experience and/or training.

This form is divided into two sections:

- I. Work experience
- II. Post-secondary Education.

Specific instructions for completing the sections of this form are stated at the beginning of the actual sections. You are responsible for carefully following all instructions. If for any section there are not enough blanks for you to list your experience, please attach (as necessary) additional sheets containing all information requested for that section. Be honest, specific, and complete when filling out this form. Civil Service must be able to use the information you supply on this Work History Form to determine if you meet the minimum qualifications as listed in the **official announcement** for this position. In filling out this Work History Form, *please use the announcement as a reference.*

CERTIFICATION:

I hereby certify that this form contains no willful misrepresentation or falsification; that information given by me is true and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the employment list, and I may be disqualified from applying in the future for positions in the Civil Service of the City of New Orleans.

Signature: _____

Date: _____

Name (please print): _____

IMPORTANT: Check to make certain that you have completed each item fully and accurately.
Your examination grade will depend upon the information you have provided.

SECTION I. WORK EXPERIENCE - INSTRUCTIONS

In this section you are asked to describe your responsible professional administrative work experience in areas related to the position of Planning Administrator, Assistant. It is to your advantage to be as thorough as possible in listing your relevant work experience.

NOTES:

- 1. In describing your experience, list your most recent experience first. Describe the duties performed and the approximate amount of time doing them.**
- 2. Professional experience is experience obtained after receipt of a Bachelor's Degree.**
- 3. Exempt-level (FLSA-Exempt) work is salaried.**
- 4. To be considered an employee's supervisor, you must have done all of these:**
 - a. assigned and reviewed the employee's work.**
 - b. signed payroll time cards/ time sheets or approved requests for time off.**
 - c. completed performance appraisal / service rating forms on the employee.**
- 5. If, in reviewing your form, it is found to be incomplete it may be rejected or returned to you for more information.**
- 6. References may be verified.**
- 7. Forms are provided to describe three positions on the following pages. The first two are labeled "POSITION #1" and "POSITION #2." The final form is labeled "POSITION # ____". If you need to describe more than three positions, copy this final form (pages 7 & 8) and complete these. Number the position described in the blank provided (when describing positions 3 or greater).**

WORK EXPERIENCE - POSITION #1 (Continued):

| | | |
|----|--------------------|------------------|
| d. | Duties (continued) | <u>% of time</u> |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |

e. Did this position require you to supervise employees? ☐ **YES** ☐ **NO**
 If YES, list the name and title of these employees:

| | |
|-------|--------|
| Name: | Title: |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

f. Was this position Full-time or Part-time? ☐ **Full-time** ☐ **Part-time**
 If part-time, please provide the approximate number of hours per week worked:

g. Was this position salaried or hourly? ☐ **Salaried** ☐ **Hourly**

WORK EXPERIENCE - POSITION #2:

Describe for us your professional city planning experience. Be sure to include any administrative or supervisory duties you may have had.

- [illegible]

WORK EXPERIENCE - POSITION #2 (Continued):

| | | |
|----|--------------------|------------------|
| d. | Duties (continued) | <u>% of time</u> |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |

e. Did this position require you to supervise employees? ☐ **YES** ☐ **NO**
 If YES, list the name and title of these employees:

| | |
|-------|--------|
| Name: | Title: |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

f. Was this position Full-time or Part-time? ☐ **Full-time** ☐ **Part-time**
 If part-time, please provide the approximate number of hours per week worked:

g. Was this position salaried or hourly? ☐ **Salaried** ☐ **Hourly**

WORK EXPERIENCE - POSITION _____ (Continued):

d. Duties (continued) % of time

| | |
|--|--|
| | |
| | |
| | |
| | |

e. Did this position require you to supervise employees? ☐ **YES** ☐ **NO**
 If YES, list the name and title of these employees:

| Name: | Title: |
|-------|--------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

f. Was this position Full-time or Part-time? ☐ **Full-time** ☐ **Part-time**
 If part-time, please provide the approximate number of hours per week worked:

g. Was this position salaried or hourly? ☐ **Salaried** ☐ **Hourly**

**** If you need to describe more than three positions, copy this final form (pages 7 & 8) and complete these. Number the position described in the blank provided.**

SECTION II. POST-SECONDARY EDUCATION

Please list any degrees you have obtained. In describing your educational background, list only undergraduate and graduate degrees received from an accredited college or university.* **Begin with your undergraduate degree(s) first.** For each degree listed, be sure to include:

- a) the type of degree (e.g., BA, BS, MBA, MPA, MS, MA)
 - b) the year that you graduated
 - c) your major field of study
 - d) the name of the institution from which you graduated
-

1. a) type of degree _____
- b) year graduated _____
- c) major _____
- d) the name of the institution _____
-

2. a) type of degree _____
- b) year graduated _____
- c) major _____
- d) the name of the institution _____
-

3. a) type of degree _____
- b) year graduated _____
- c) major _____
- d) the name of the institution _____
-

*** NOTE: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).**